Process	**ASSET EXPRESSADD**
Process Number	**AM-004**

Description of Process

This process enables the User to add owned assets quickly; much of the required information is defaulted from the profile.

Input to Process

Physical and financial data pertaining to the asset to be added.

Output of Process

An updated Assets database and the "Transactions Processed" Report.

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
GO	Manage Assets, Manage Assets
USE	Asset Express Add

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: General 1 Panel	Agency
Profile ID: Required	
Description: Required	
Tag Number: Enter Tag Number if known	
Taggable Asset: If Tag Number was not entered, but the asset should be tagged, check this box.	
Location: Enter Location if known	
PO#: : Enter Purchase Order Number if known	
Exchange Rate Type: "CRRNT"	
Accum Depr in Current Pd: Calculated amount - No Entry	
Book Name: No Entry (Defaulted from Profile ID)	
Organization: Type or select the appropriate Organization code	
Fund Code: Type or select the appropriate Fund code	
Program: Type or select the appropriate Program code	
Sub-Cls: Type or select the appropriate Sub-Class code	
BY: Type or select the appropriate Budget Year	
Project/Grant: No Entry	
Category: No Entry (Defaulted from Profile ID)	
Cost Type: No Entry	
Accum Depr: Calculated field - No entry	
Quantity: Required	
Cost: Enter if known	
Step 2: General 2 Panel	
Asset Class: Enter if known/applicable	
Asset Status: Default, or, select appropriate status	
Acquisition Date: Default (Current Date) or other	
Acquisition Code: Default, or, select appropriate code	
Serial ID: Enter if applicable/known	
FERC Code: No Entry	
Set R&D Info: No Entry	

Composite Asset: No Entry
Parent/Child Asset:
If this asset is a parent asset, type (or select) "Parent"
If this asset is a child asset, type (or select) "Child". When the "Parent ID" field appears, enter the Parent Asset ID.
Group Asset Flag: No Entry
Edit Trans Info: Click to change Transaction or Accounting Date
Default Profile: Click this button to default Profile-related data into the appropriate fields
Step 3: Click on Save

Forms Used with Process (100): **None**

**Attach sample form(s)

Business Process Description

Process Description	Responsibility (Agency/Centralized)
	Agency

Forms Used with Process (100): **None**

**Attach sample form(s)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested